

**INSTRUCTIONS REGARDING THE USE OF LAPTOP COMPUTERS  
FOR THE OCTOBER 2005 FIRST-YEAR LAW STUDENTS' EXAMINATION**

**ATTENTION: THE LAPTOP PROCEDURES HAVE CHANGED AND  
ARE DIFFERENT FOR THIS EXAMINATION. IT IS IMPORTANT THAT  
YOU CAREFULLY READ THIS ENTIRE BULLETIN.**

Applicants wishing to use laptop computers must apply online or download the application, select a laptop test center, pay the additional **non-refundable** fee, and download the designated software and become certified to use it by the published deadline. This includes applicants with disabilities who wish to use their own computers to take the examination. Applicants preliminarily assigned to laptop test centers must be certified no later than October 3, 2005, 3:00 p.m. (Pacific Daylight Savings Time). If you do not become certified by October 3, 2005, you will not be allowed to use your laptop computer during the examination and notice of your new test center will be sent.

SofTest™ software by ExamSoft Worldwide, Inc. will be used during the written portion of the examination, which for the standard examination schedule will be on Tuesday, October 25, 2005. **For this examination, ExamSoft's FlexSite Internet-based examination delivery option will be utilized, which will require that applicants upload their examination's answer file following conclusion of the essay session of the examination through the Internet, in addition to making a copy on a floppy disk at the end of the examination session. Applicants must have Internet connectivity on their laptop in order to download and certify SofTest. Following the examination, Applicants will have until 12:00 midnight of the day of the examination, October 25, 2005, to upload their answer files via the Internet. Applicants are not required to have Internet connectivity while the examination is in session, but are required to have Internet connectivity after the essay session has concluded in order to upload their answer file to ExamSoft's secure server by midnight. Following the examination, the answers will be printed and collated with the question answer book covers that have been completed by the applicants taking the examination.**

Applicants may download and certify their copy of SofTest beginning August 1, 2005 or seven (7) days after submission of the application to take the examination, whichever day is later. Applicants who are preliminarily assigned to laptop test centers but who do not complete the certification process on or before October 3, 2005, will be assigned to the nearest writing test centers that still have space available. Applicants who are not permitted to use their laptop computers because they did not download the specified software by the published deadline and/or who withdraw their requests to use laptop computers will not be entitled to a refund of the laptop fee.

The multiple-choice portion of the examination is not available on computer.

Following certification by ExamSoft, the State Bar's Office of Admissions will forward confirmation of your permanent assignment to a laptop test center. If you decide to request a test center change, the Los Angeles Office of Admissions must receive your request no later than September 15, 2005. Following receipt of the request, you will be assigned to the requested test center if space is available.

**It is your responsibility to familiarize yourself with the software prior to the day of the examination as described below, as technical support will not be provided before or during the examination session.**

On the day of the examination, those using laptop computers at laptop test centers must be seated no later than 7:30 a.m., at which time instructions for getting your laptop computer ready to use will begin. You should plan to arrive at the test center at least 15 minutes prior to that time so that you can find your seat and get comfortable. General instructions regarding administration of the examination will commence promptly at 7:45 a.m. If your laptop computer is not ready to begin at the designated time, you must begin the examination by handwriting. **NO** extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins, and technical assistance will not be available.

**Do not bring your laptop computer for inspection the Monday before the day of the examination,** as it does not need to be inspected prior to the beginning of the examination.

**In the event a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination. Applicants will not be permitted to use typewriters or word processors as backups.**

### **ExamSoft - General Information**

**What is ExamSoft?** To ensure the security of the examination process, applicants are required to use the SofTest™ software by ExamSoft to take the First-Year Law Students' Examination using laptop computers. The program provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-SofTest files on an applicant's laptop computer during administration of the examination.

To use a laptop computer during administration of the examination, applicants must be willing to do the following:

- Have a laptop computer meeting the minimum specifications noted below and that has an internal or external floppy disk drive;
- Have experience working with the laptop computer and the software and complete a Qualification Examination using SofTest prior to the laptop certification deadline;

- Bring a laptop computer that has ExamSoft's SofTest software and the exam file installed and become certified not later than the laptop certification deadline;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the laptop computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software (either in law school or by taking the built-in Practice Exam), writing the examination if the software or laptop computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

**The use of wireless keyboards or other wireless equipment will not be permitted.** External keyboards and equipment such as a mouse and floppy disk drive are allowed.

### **Minimum Requirements**

SofTest may only be used on a PC. It is not compatible with any Macintosh operating system nor may it be used with PC emulation software. The minimum recommended system requirements are:

- CPU = 200 Mhz
- RAM = 64 MB
- Drives = 50 MB of free space and one internal or external floppy disk drive
- Operating System = English versions of Windows 98, ME, 2000 Pro, and XP (Home, Pro and Tablet PC)
- Software = Internet Explorer 5.0 or greater

**Installing & Certifying SofTest:** Installation and certification of SofTest will begin August 1, 2005, and must be completed no later than 3:00 p.m. (Pacific Daylight Savings Time), October 3, 2005. To begin the process, go to the special ExamSoft Custom Home Page website for First-Year Law Students' Examination applicants only, which is located at: [www.examsoft.com/firstyear](http://www.examsoft.com/firstyear).

The procedure is as follows:

- Visit [www.examsoft.com/firstyear](http://www.examsoft.com/firstyear)
- Click Exam Takers
- Log in using your Social Security Number followed by the letter "F" as your Applicant ID and the last 6 digits of Social Security Number as your password
- Download SofTest

- Take the Qualification Exam
- Certify SofTest & Download the Exam File

You must download SofTest through [www.examsoft.com/firstyear](http://www.examsoft.com/firstyear), even if it was previously installed for law school or for a previous First-Year Law Students' Examination.

### **Downloading Your Exam File**

The address for the SofTest software used for the October 2005 administration of the First-Year Law Students' Examination cannot be accessed through ExamSoft's Home Page. All applicants intending to use their laptop computers must begin the SofTest certification process through [www.examsoft.com/firstyear](http://www.examsoft.com/firstyear).

During SofTest Certification you will be asked: "Is this the computer you intend to use on exam day?" Select YES so that your exam file will download to your computer; otherwise, you will not be permitted to use your laptop computer to take the examination as you will not have an exam file downloaded onto your computer. Note that you can only download the exam file one time. Therefore, if your hard drive crashes, you obtain a new computer or for any reason you cannot use the laptop computer you originally certified, you **cannot** use SofTest to take the examination and must handwrite your answers.

Your computer can have *both* a registered copy of the Academic and Bar Edition versions of SofTest at the same time. Registering the Bar Edition of SofTest on your computer for the First-Year Law Students' Examination will not interfere with using SofTest for your law school final examinations. If you have a registered copy of both the Bar Edition and Academic versions of SofTest on the same laptop computer, you will have two shortcuts on your Windows Desktop; SofTest and SofTest - Bar Edition. Additionally, your SofTest Start Window (the first window that appears after launching SofTest) will have the option of switching between the "Bar Edition" and "Academic" versions of SofTest at the beginning of your examinations.

You cannot copy the ExamSoft program from one computer to another. For example, do not download the software to a desktop computer and try to manually move it to your laptop computer. Additionally, you may NOT download SofTest onto more than one computer since you may only download your exam file one time. Therefore, if your computer containing SofTest malfunctions prior to or on the day of the examination, you must handwrite your examination answers.

**After successfully completing the certification process, you will be advised on-screen and via e-mail by ExamSoft that you have done so. You may also access your certification status online. The State Bar's Office of Admissions will also**

**mail confirmation to you. If you do not receive an e-mail and confirmation letter you have not successfully completed the process.**

If you have questions on the use of the software, visit the ExamSoft Frequently Asked Questions (FAQs) web page at <http://www.examsoft.com/barfaq>. If you encounter problems downloading or registering SofTest, you should contact ExamSoft technical support at 866-429-8889 or at support@examsoft.com. Technical support is available during standard business hours, through the week before the First-Year Law Students' Examination. Neither the Office of Admissions nor the Committee of Bar Examiners is available to answer technical or certification questions.

After you install SofTest, you must become familiar with its features by taking a practice examination several times. The practice examination is available at any time. In the practice examination mode, your answers will not be saved but you will be able to print them while the examination remains open.

**You must bring your own power cord and floppy disk drive to the test center the day of the examination.** Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. **You must not bring any floppy disks, CD's or DVD's with you, or in your laptop computer, into the examination room.** If such items are found in the examination room or in an applicant's laptop computer, they will be confiscated and will not be returned.

**Once you become certified, do not make changes to the configuration of your laptop computer. Do not uninstall the program for at least four (4) weeks following the examination in the event a backup copy needs to be accessed. Do not have someone else download the software for you.**

**Pay careful attention to and follow the instructions provided during the examination.** Use great care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

**Rented Laptop Computers.** Applicants who have rented laptop computers to use during the examination must do so before October 3, 2005, and you should not return them to the rental company for at least four weeks following the examination in the event the computer needs to be accessed.

**Laptop Computer Problems After Certification.** If after becoming certified with ExamSoft, applicants experience problems with their laptop computers, i.e., the computer crashes and SofTest can no longer be accessed, you must handwrite your

examination answers.

**Any attempt to disable or tamper with SofTest's security features is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the Committee of Bar Examiners for whatever action it may deem appropriate, which could include disqualification for admission to practice law in California. It is your responsibility to be familiar with your equipment, the SofTest software and instructions provided by the Committee and ExamSoft on its website prior to the start of the examination.**

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